

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ARCHITECT**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Architect is a stand-alone classification in the Engineering series. Incumbents are responsible for preparing architectural designs and coordinating the review of plans and specifications for new buildings, alterations and additions. Incumbents may also perform architectural plan checks and serve as a lead worker to other employees.

The Architect is distinguished from other classifications by its responsibility for performing professional level architectural activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Performs comprehensive reviews of construction drawings and documents for compliance with life, fire, health, safety, and disabled access requirements related to applicable codes, accepted design principles, and construction practices.	Daily 60%
2.	Provides expertise and guidance to internal staff, external agencies, property owners, and/or other interested parties regarding plan submittals, reviews, approvals, and inspection processes.	Daily 10%
3.	Consults with project owners, architects, engineers, developers, contractors and staff during all phases of projects to resolve code compliance issues.	Daily 20%
4.	Acts as a lead worker to other staff, making work assignments and determining completion of work.	Daily 10%
5.	Prepares and maintains a variety of complex records and construction documents evaluated, examined, and approved for permit issuance; prepares related special reports.	Daily 5%
6.	Participates in a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information.	Weekly 5%
7.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Architecture and four years of related architectural experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Back Flow Prevention Device General Tester Certificate
- Licensed Architect
- Registration as an Architect in the State of California

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Conflict resolution techniques
- Analytical methods and techniques
- Modern architectural principles and practices
- Construction plans, specifications, parcel maps, subdivision maps and construction drawings
- Civil engineering principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Project management principles
- Compliance inspection methods
- Customer service policies, principles and practices

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#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Evaluating architectural designs for compliance with applicable standards
- Preparing and maintaining complex records and reports
- Analyzing, coordinating, and reviewing projects and reports
- Resolving conflict
- Dealing with difficult people and situations
- Drawing sound conclusions from complex data and making effective recommendations for improvement
- Exercising independent judgment within general policy guidelines and operating parameters
- Reviewing construction plans for compliance with applicable codes, ordinances, laws, rules, regulations, and project specifications
- Provide lead direction and oversight of work performed
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008